



515 Walnut Street  
Camden, S.C. 29020

Phone (803) 425-1501  
Fax (803) 425-1546

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To: Our Community non-profit partners  
From: Vic Carpenter, Administrator

On Monday, April 20th, 2020 the Kershaw County Council approved a plan of aid and support for our local businesses and nonprofits. This plan recognizes the fact that the ongoing COVID-19 crisis has affected many of you and your ability to operate. It also acknowledges the fact that some of you have been stretched to provide even more help to our citizens most in need.

Attached is a summary that you should follow in requesting consideration for County funding. The application process will require you to submit a request for funding that explains the need that you are suffering, as well as the way that you have responded to this crisis to serve our community. Funding shortfalls must be related to the onset of this crisis, and not be the result of ongoing systemic issues of funding, or projects initiated that are not COVID related.

Furthermore, it will require you to show ways that you have tried to reduce your own overhead and expenses, and avenues that you pursued to receive additional funding elsewhere. Finally, you will be asked to provide proof of your 501-C3 status, as well as other supporting financial records.

Differing from the Small Business component, there is no maximum amount that can be requested, however funds are limited, so requests need to take that into account. It will be possible for agencies to request additional funding at a later date, should funds remain available.

Applications will begin to be considered on Monday, April 27th 2020.

Thank you for the valuable service that you are providing the citizens of Kershaw County. This effort by Kershaw County will not, and cannot, solve all of your problems in funding. But it is a good faith effort to support you as you work to live up to our reputation of being an All America City. If you have any questions, please do not hesitate to ask.

With deepest regards

A handwritten signature in blue ink that reads 'Vic Carpenter'. The signature is fluid and cursive, with the first name 'Vic' being more prominent and the last name 'Carpenter' written in a continuous script.

Vic Carpenter

## Guidelines for Non-Profit Support

### PURPOSE

In answer to this COVID crisis, and to help meet the unique and time sensitive needs of, and to ensure the viability of, local nonprofit organizations located in Kershaw County, the Kershaw County Council has created a stabilization fund. Thus providing a lifeline of support when all other avenues have been exhausted.

### APPLICABILITY

The first round of consideration will begin on April 27th, 2020 and end on May 6th, 2020 and applies to all non-profits physically located in Kershaw County. A second round may begin on May 7th, 2020 and last until May 15th, 2020, depending on funding.

### QUALIFICATIONS

This program is open to any 501-C3 organization based in Kershaw County, serving a community need. Special consideration will be given to those providing front line support to victims of the COVID crisis.

### PROCEDURES

In looking at a funding request, close attention will be directed at the revenues of the organization, and the actual impact that the Coronavirus epidemic has had on them. Systemic issues already in place prior to the epidemic are not, in and of themselves, sufficient cause for the County to provide support.

Additionally, a close look will also be directed as to whether the organization has made changes to the way it operates. Has it made efforts to reduce spending where appropriate? Refocused its mission to address the current actual needs?

In making a request, agencies are tasked with filling out an application, with attachments, as seen below and submitting it to The County Administrator at the following address:

Vic Carpenter  
Kershaw County Administrator  
515 Walnut Street  
Camden SC 29020.



Date Received: \_\_\_\_\_

KERSHAW COUNTY NONPROFIT  
COVID GRANT APPLICATION  
2020

For the purpose of clarity and uniformity, all applications must be submitted on this form or an electronic copy will be provided at your request. If needed, applicants may provide supplemental information in addition to this information. All requested documentation must be provided or applications will not be considered.

**Applications will be considered until funding no longer remains**

1. Name of Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
Street or P.O. Box City State Zip

2. Executive Director: \_\_\_\_\_

3. Contact information: cell: \_\_\_\_\_ email: \_\_\_\_\_

4. Date request submitted: \_\_\_\_\_

5. Narrative description and justification of request, to include: (to be attached)

- Explaining the general needs of the agency, especially as it relates to the work it has been doing related to COVID response (if any),
- Explanation of the impact that the COVID crisis has had on the agencies funding
- A breakdown of measures already taken or planned to be taken in order to help ensure the ability of the organization to survive financially
- A breakdown of how requested funds would be used - salaries, programs, etc. with an explanation of why these funds are needed in those particular areas
- Explanation of the outcome to the agency if funds are not received

**6. Financial data: (Can come from audit, QuickBooks or similar) (to be attached)**

- a. A report detailing the breakdown of revenues and expenses for the previous fiscal year.
- b. A current report of its revenues and expenses - with an explanation as to how the current crisis has affected both revenues and expenses.
- c. A listing of all other sources of funding that have been requested or received, and the uses anticipated for those funds.

Any agency receiving support must be prepared to submit to The County, upon conclusion of the crisis at a time and date set by The Administrator, a report indicating how the funds were used and the impact that those funds had. Where possible, uses of funds should be by dollar amount with the total adding up to the amount received.

The Agency agrees to provide additional information, as needed and as requested by The County, in order to allow them the ability to make the best determination possible and to provide funding as allocated.